

JOB OPPORTUNITY

California Technology Agency

Program and Portfolio Management Office

Data Processing Manager III \$7,118-\$8,239*

When applying for a Job Opening, you must be sure to submit one **state application per RPA #**. You **must** indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

The California Technology Agency has **multiple openings** for the **Data Processing Manager III (DPM III)** classification within the Program and Portfolio Management Office. Under the general direction of the Data Processing Manager IV, the DPM III performs the more complex and sensitive tasks related to statewide information technology (IT) management, oversight, and administration. The incumbent will participate in creating the State's IT strategy and in developing and managing the overall portfolio of existing and new projects. The incumbent oversees the most technically advanced and high risk IT efforts to enhance IT project implementation success. The incumbent will manage a small team of IT professionals at the DPM II level who are responsible for specific departments, agencies or IT projects. The incumbent is involved in sensitive projects and efforts with Department and Agency level executives, the legislature, Legislative Analyst Office, and other control agencies, including DOF, DGS, SPB and DPA.

Essential Functions:

- Manage a small team of IT professionals at the DPM II level who are responsible for specific departments, delegate and review work products, personnel assignments and staff development. Additionally, the incumbent will represent the Technology Agency at IT policy committees, legislative hearings, and IT project meetings.
- Provides guidance and assistance to customer department management in the development of IT Capital Plans and provides initial involvement, collaboration, and oversight of concepts, research, studies, and the development of strategies for procurement approaches, technology solutions, and governance structures for the management of projects.
- Upon IT project commencement, ensures oversight and adequate project management for overall effectiveness.
- Monitors project and departmental performance and identifies critical project implementation problems and issues. Plans, develops and implements project corrective measures.
- Applies and maintains an enterprise portfolio management perspective to management, oversight, risk, and remediation activities.
- Assesses the project management and organizational capability and provides guidance to departments on corrective actions and remediation plans; escalates unresolved issues as appropriate.
- Reviews progress assessments, remediation strategies, and develops independent oversight reports, and makes recommendations regarding project remediation and continuation
- Elevates critical project issues to executive management.
- Advises departments in interpreting and appropriately applying IT policies and best practices to meet project requirements.
- Participates in creating and updating statewide IT policies and procedures.
- Develop work plans to accomplish Project and Portfolio Management Office goals and objectives in accordance with statewide mission and strategic goal; support and advocate management's philosophy, policies, and procedures.
- Develop and update duty statements as needed; establish performance expectations; complete individual development plans annually; complete probationary reports on a timely basis; and other performance

It is the objective of the State of California to achieve a drug-free State work place, any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE CALIFORNIA TECHNOLOGY AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER.

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, marital status, disability, religious or political affiliation, age or sexual orientation."

management activities, including adherence to the State's progressive discipline policy which may include corrective or disciplinary action.

- Responsible for making informed and defensible administrative and personnel management decisions in accordance with the Technology Agency and state policies, personnel-related laws, rules, established Technology Agency administrative processes and procedures, and collective bargaining agreements.
- Ensure subordinate staff complies with all of Technology Agency's policies, office standard operating procedures, and agency protocols.
- Encourage unit team building, facilitate cross training and promote continuous improvement of processes. Implement motivation techniques, promote training, and create a positive climate for change.
- Foster methods of creative decision-making and problem-solving and provide continuous feedback to staff.

Work Environment Requirements:

- Must be able to work under pressure and meet deadlines.
- The incumbent may be required to work outside of normal business hours and is required to carry a Blackberry.

Desirable Qualifications:

The most competitive applicants should possess:

- PMP Certification, or other formal project management certification(s)
- A broad knowledge of principles of project management, approval processes for IT projects and IT systems design
- Direct experience leading IT projects; either in a Project Manager/Director role or a key role on large projects.
- Knowledge of web and database technology
- The ability to work well under pressure, meet deadlines and adapt to changing priorities;
- The ability to exercise a high degree of initiative, independence of action, and originality;
- Exceptional tact and the ability to demonstrate good independent judgment;
- Excellent communication, writing and analytical skills
- The ability to develop and maintain effective and cooperative working relationships.

Applications will be accepted from individuals currently at the **Data Processing Manager III** level or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. T&D assignments may be considered. All appointments are subject to SROA/Surplus provisions.

Final File Date: Until Filled. Interested applicants must submit a State application and resume to:

**CALIFORNIA TECHNOLOGY AGENCY
1325 J Street 16th Floor
Sacramento, CA 95814
Attn: Lisa Lehman, RPA 11-942
(916) 324-7817**

***The salary for the above classification may be adjusted to reflect the appropriate pay reduction based on the Bargaining Unit agreement.**